

**BINDERY AND REPROGRAPHIC CENTER
PRINTING & PHOTOGRAPHY DIVISION**

Rm. GJ-56 Ex.

(SEE INSTRUCTIONS ON REVERSE PAGE)

PART I (TO BE FILLED IN BY ALL REQUESTORS)

1. REQUESTOR'S NAME	2. SECURITY CLASSIFICATION	3. PROJECT/FILE NO.
4. DATE RECEIVED	5. DOCUMENT CONTROL NO.	6. COMPLETION DATE DESIRED
7. DATE OF ORDER	8. VIA <input checked="" type="checkbox"/> COURIER <input type="checkbox"/> CALL FOR PICK-UP	9. SCHEDULED DELIVERY DATE

10. DESCRIBE ATTACHED ENCLOSURE FULLY: QUANTITY, SIZE, MATERIAL.

NUMBER OF ORIGINALS 92 SIZE OF ORIGINALS 8 1/2 x 11"

NUMBER OF COPIES 15

11. FINISHED FORMAT

DOCUMENT PAPER SIZE 8 1/2 x 11"

☒ ONE SIDE ☐ HEAD TO HEAD ☐ TUMBLEHEAD

12. BINDERY

☐ STAPLE ON SIDE ☐ STAPLE ON TOP

☐ PUNCH

13. SPECIAL INSTRUCTIONS:

Please Xerox the attached 92 pages of the OL Emergency Procedures, making 15 copies that are collated and three-hole punched for insertion into three-ring binders by holders of the binders.

DATE RECEIVED

RECEIVED BY

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Updated OL Emergency Procedures - July 1988

FROM:

C/IMSS/OL

EXTENSION

NO.

DATE

8 August 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/MS/DDA
7D18 Headquarters

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached are six copies of the OL Emergency Procedures, updated as of July 1988, for insertion into the manuals previously forwarded when this emergency plan was written.

Please distribute these copies according to your original distribution list.

Downgrade to Unclassified when separated from Secret attachment.

OL/IMSS OFFICIAL